**AGENDA MONDAY 6th JANUARY 2020**

1. Apologies

2. Approval of Minutes of the Meeting held 2nd December 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of S137 to Dales & Bowland Community Interest Company
* Internal Check July to September
* Budget 2020/21

6. Peacock & Verity Community Spaces

7. Masham Market to include;

* Christmas Wreath & Window Competitions
* Review Market Tariffs
* Review Market Rules

8. Potential Downgrade of Fire Engine to TRV Vehicle

9. Public Operated Speed Guns

10. Market Place Planter

11. 8th May 75th Anniversary of VE Day

12. Neighbourhood Plan

13. Travellers on the Recreation Ground

14. Works Required to Shooting Holme Sign

15. Westholme Court Play Area

16. Parish Caretaker Works

17. Highways Matters

18. Grievance & Disciplinary Policies

19. Correspondence for discussion/information – **Appendix C**

20. Any other business – minor items for information only at Chairman’s discretion

21. Date of next Meeting: **Monday 3rd February 2020**

Dated 30/12/2019

***Updated Appendix A, B & C will be available on 6th January from 6.45pm***

**AGENDA MONDAY 3rd FEBRUARY 2020**

1. Apologies

2. Approval of Minutes of the Meeting held 6th January 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of S137 Donation to Mashamshire Litter Busters
* Approval of Purchase of Annual Office 365 for Laptop

6. Tour De Yorkshire 2020

7. Peacock & Verity Community Spaces

8. Mobile Post Office

9. 8th May 75th Anniversary of VE Day

10. Masham Fire Station

11. Relocation of I’Anson Brothers Ltd.

12. Masham Market to include;

* Christmas Wreath & Window Competitions
* Review Market Tariffs
* Review Market Rules
* Promotion 2020 & Welcome to Yorkshire Meeting
* Feature Market Dates

13. Neighbourhood Plan

14. Swinton Estate Matters

15. Travellers on the Recreation Ground

16. Overgrown Pavement from Masham Bridge to Low Burton

17. Repairs to Dixon Keld Steps

18. Additional Parish Caretaker Works

19. Re-filling of Salt Bins

20. Highways Matters

21. Correspondence for discussion/information – **Appendix C**

22. Any other business – minor items for information only at Chairman’s discretion

23. Date of next Meeting: **Monday 2nd March 2020**

Dated 27/01/2020

***Updated Appendix A, B & C will be available on 3rd February from 6.45pm***

**AGENDA MONDAY 2nd MARCH 2020**

1. Apologies

2. Approval of Minutes of the Meeting held 3rd February 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**

6. Introduction to the New Neighbourhood Policing Sergeant

7. Mashamshire Community Office Request for S137 Donation

8. Tour De Yorkshire 2020

9. Flooding & Emergency Plan

10. Masham Fire Station

11. Mobile Post Office

12. Hanging Basket Competition

13. 8th May 75th Anniversary of VE Day

14. Masham Market to include;

* Promotion 2020 & Welcome to Yorkshire Meeting
* Feature Market Rents Comparison & Future Dates

15. Neighbourhood Plan

16. Shooting Holme Lease

17. Works to Bowling Club Car Park

18. Travellers on the Recreation Ground

19. Sandy Bay Bench Working Party

20. Westholme Court Play Area

21. Additional Parish Caretaker Works

22. Highways Matters

23. Correspondence for discussion/information – **Appendix C**

24. Any other business – minor items for information only at Chairman’s discretion

25. Date of next Meeting: **Monday 6th April 2020**

Dated 24/02//2020

***Updated Appendix A, B & C will be available on 2nd March from 6.45pm***

**AGENDA MONDAY 4th MAY 2020 – VIRTUALLY VIA ZOOM**

1. Apologies

2. Approval of Decisions Made in Place of the Meeting 6th April 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Continued Temporary Use of Online Banking
* Approval of BHIB 2020/21 Insurance Premium
* Approval of Market Superintendents 2019/20 Bonus

6. Coronavirus – Community Network, Parish Council Meetings & Administration

7. Annual Parish & Annual Parish Council Meetings

8. Cash Withdrawals Proposals from ATM

9. Masham Market

* Permitted Trades
* Temporary Tariffs During COVID-19

10. Proposed Modification of Public Footpath Adjacent to Mill House

11. Hackfall Heights Woodland Trust Request

12. Travellers on the Recreation Ground

13. Annual Playground Inspections

14. Essential Parish Caretaker Works

15. Highways Matters

16. Employment Matters;

* Clerk Request for Home Working Allowance Separate to Salary
* Market Superintendent During COVID-19

17. Correspondence for discussion/information – **Appendix C**

18. Any other business – minor items for information only at Chairman’s discretion

19. Date of next Meeting: **Monday 1st June 2020**

Dated 29/04//2020

**Updated Appendix A, B & C will be available by email and via website on 4th May from 5pm**

***(NB: Members of the Public to request invitation to the meeting via a web link by emailing the Clerk at mashamparishclerk@gmail.com)***

**AGENDA MONDAY 1st JUNE 2020 – VIRTUALLY VIA ZOOM**

1. Apologies

2. Approval of Minutes of the Virtual Meeting held 4th May 2020

3. Declaration of Interest in Agenda items

4. Casual Vacancy

5. Planning Matters (plans available online at HBC only) – **Appendix A**

6. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Continued Temporary Use of Online Banking

7. Coronavirus – Community Network, Meetings & Administration

8. Cash Withdrawals Proposals from ATM

9. Masham Market:

* Potential Reopening of Full Market
* Social Distancing to Benches & Tables
* Small Business Grant Fund

10. Footpaths Adjacent to Mill House

11. Shooting Holme Lease

12. Travellers on the Recreation Ground

13. Beacon & Flagpole to Market Square

14. Parish Caretaker Works:

* Retrospective Approval of Weed Spraying to Town Centre

15. Highways Matters

16. Employment Matters:

* Market Superintendent During COVID-19

17. Correspondence for discussion/information – **Appendix C**

18. Any other business – minor items for information only at Chairman’s discretion

19. Date of next Meeting: **Monday 6th July 2020**

Dated 27/05//2020

**Updated Appendix A, B & C will be available by email and via website on 1st June from 5pm**

***(NB: Members of the Public to request invitation to the meeting via a web link by emailing the Clerk at mashamparishclerk@gmail.com)***

**AGENDA MONDAY 6th JULY 2020 – VIRTUALLY VIA ZOOM**

1. Apologies

2. Approval of Minutes of the Virtual Meeting held 1st June 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

* Potential Development to Land off Swinburn Road
* Planning Appeals Decision Process

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Continued Temporary Use of Online Banking

6. Coronavirus – Meetings & Administration

7. NoteMachine ATM Proposal

8. Masham Market

* Benches
* Trader’s Feedback

9. Bordar House Teas Tables & Rent

10. Bowls Club

11. MUGA & Westholme Court Play Area

12. Masham’s Flood Report

13. Footpaths Adjacent to Mill House

14. Footpath to Rear of Kings Head Yard

15. Marfields Wetlands Volunteer Warden

16. Peacock & Verity Community Spaces

17. Travellers on the Recreation Ground

18. Parish Caretaker Works:

19. Highways Matters

20. Employment Matters:

* Market Superintendent During COVID-19
* Clerk Homeworking During COVID-19

21. Correspondence for discussion/information – **Appendix C**

22. Any other business – minor items for information only at Chairman’s discretion

23. Date of next Meeting: **Monday 3rd August 2020**

Dated 01/06//2020

**Updated Appendix A, B & C will be available by email and via website on 6th July from 5pm**

***(NB: Members of the Public to request invitation to the meeting by emailing mashamparishclerk@gmail.com)***

**AGENDA 3rd AUGUST 2020**

1. Apologies

2. Approval of Minutes of the Virtual Meeting held 6th July 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

* Draft Letter Regarding Planning Appeals

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**

6. Audit Matters for 2019/20;

* Note the outcome of the Annual Internal Audit Report for 2019/20.
* Approve Sections 1 & 2 of the AGAR 2019/20 and the Explanation of Variances documents.
* Approval of the publication of the internal & external audit documents as required.
* Approval of the Accounts for the Year Ended 31st March 2020.

7. NoteMachine ATM Proposal

8. Bordar House Teas Tables & Banners

9. Masham Market

10. Honesty Boxes

11. Footpath to Rear of Kings Head Yard

12. Footpaths Adjacent to Mill House

13. Peacock & Verity Community Spaces

14. Neighbourhood Plan

15. VE DAY Planter

16. MUGA & Westholme Court Play Area

17. Bench at Sandy Bay

18. Parish Caretaker Works

19. Highways Matters

20. Employment Matters:

* Staff Appraisals
* Clerk Homeworking During Covid-19

21. Correspondence for discussion/information – **Appendix C**

22. Any other business – minor items for information only at Chairman’s discretion

23. Date of next Meeting: **Monday 7th September 2020** (after the Annual Parish Meeting & Annual Meeting of the Parish Council)

Dated 29/07//2020

**Updated Appendix A, B & C will be available on 3rd August from 7pm**

***(NB: Public wishing to attend the meeting via Zoom, please email*** ***mashamparishclerk@gmail.com*** ***for access details***

**AGENDA ANNUAL PARISH MEETING 7th SEPTEMBER 2020 7PM**

1. Welcome.
2. Apologies.
3. Approve the Minutes of the Annual Parish Meeting held on 13th May 2019.
4. Chairman’s Report.
5. Any issues raised by Councillors or by members of the public included on the Register of Electors.
6. Close of meeting.

Dated 31/08/2020

***(NB: Public wishing to attend the meeting via Zoom, please email*** ***mashamparishclerk@gmail.com*** ***for access details)***

**AGENDA ANNUAL MEETING OF THE PARISH COUNCIL 7th SEPTEMBER 2020**

(to start after the Annual Parish Meeting)

1. Election of Chairman.
2. Declaration of Acceptance of Office.
3. Apologies.
4. Election of Vice Chairman.
5. Minutes of the Annual Meeting of the Parish Council held on 13th May 2019.
6. Election of representatives of the Council for:
* Emergency Planning
* Mashamshire Community Office
* Ripon CAB
* Masham Sports Association
* Rural Housing
* Market Working Group
* Masham Christmas Lights Working Group
* Marfield Quarry Liaison Group
* YLCA Representatives x2
* Peacock & Verity Community Spaces
1. Agree the Chairman’s allowance for 2020/21.
2. Any other business.
3. Close of meeting.

Dated 31/08/2020

***(NB: Public wishing to attend the meeting via Zoom, please email*** ***mashamparishclerk@gmail.com*** ***for access details)***

**AGENDA MONTHLY MEETING 7th SEPTEMBER 2020**

(To start after the Annual Meetings)

1. Apologies

2. Approval of Minutes of the Meeting held 3rd August 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Review of Commuted Sums

6. NoteMachine ATM Proposal

7. Coronavirus Grant to Market

8. Masham Market

9. Masham Sheep Fair

10. Finger Post

11. Footpath to Rear of Kings Head Yard

12. Swinton Estate Meeting

13. Honesty Boxes

14. Hackfall Heights

15. Neighbourhood Plan

16. Emergency Plan Committee

17. Bench at Sandy Bay

18. Parish Caretaker Works

19. Highways Matters

20. Zoom Subscription

21. Website Accessibility Statement

22. Correspondence for discussion/information – **Appendix C**

23. Any other business – minor items for information only at Chairman’s discretion

24. Date of next Meeting: **Monday 5th October 2020**

Dated 31/08//2020

**Updated Appendix A, B & C will be available on 7th September from 7pm**

***(NB: Public wishing to attend the meeting via Zoom, please email*** ***mashamparishclerk@gmail.com*** ***for access details)***

AGENDA MONDAY 5th OCTOBER 2020

1. Apologies

2. Approval of Minutes of the Meeting held 7th September 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only)

* **Appendix A**
* Response from HBC Over Appeals Decision Process

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration S137 back of £672 Rent of Recreation Ground to Masham Primary School
* S137 Request from Great North Air Ambulance

6. Introduction to New Police Community Support Officer

7. Peacock & Verity Community Spaces

8. Barclays Van

9. Masham Market

* Potential Farmer’s/Artisan Markets
* Sheep Fair Market Rents

10. Finger Post

11. Removal of Millennium Beacon

12. Village Greens YLCA Webinar

13. Tree Management Plan

14. Land Adjacent to the Gas House

15. Clearing Shooting Holme Riverside

16. Bowling Club Honesty Box Breakdown

17. Honesty Box Suggested Donations

18. Defibrillator Checks & Maintenance

19. Neighbourhood Plan

20. Bench at Sandy Bay

21. Parish Caretaker Works

22. Highways Matters

23. Correspondence for discussion/information – **Appendix C**

24. Any other business – minor items for information only at Chairman’s discretion

25. Date of next Meeting: **Monday 2nd November 2020**

Dated 30/09//2020

**Updated Appendix A, B & C will be available on 5th October from 7pm**

AGENDA MONDAY 2nd NOVEMBER 2020

1. Apologies

2. Approval of Minutes of the Meeting held 5th October 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only)

* **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Precept Requirement 2021/22
* Consideration S137 Sheep Fair Market Rents to Yorkshire Air Ambulance

6. Masham Christmas Lights Association

7. Young Musicians’ Event Proposal

8. Farmer’s/Artisan Markets Proposal

9. Highways Meeting Over Masham’s Flooding

10. Permanent Parking of Cars to Market Square

11. Thorpe Road Pavement

12. Finger Post

13. Village Greens Query to NALC

14. Shooting Holme Risk Assessment

15. Land Adjacent to the Gas House

16. Tree Management Plan

17. Clearing Shooting Holme Riverside

18. Bench by River Ure

19. Mashamshire Community Office September Update

20. Defibrillator Checks & Maintenance

21. 2021 Meeting Dates

22. Annual Play Area Inspection Reports

23. Code of Conduct Consultation

24. Parish Caretaker Works

25. Highways Matters

25. Correspondence for discussion/information – **Appendix C**

26. Any other business – minor items for information only at Chairman’s discretion

27. Date of next Meeting: **Monday 7th December 2020**

Dated 28/10//2020

**Updated Appendix A, B & C will be available on 2nd November from 7pm**

AGENDA MONDAY 7th DECEMBER 2020 – VIRTUALLY VIA ZOOM

1. Apologies

2. Approval of Minutes of the Meeting held 2nd November 2020

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only)

* **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Notice of Conclusion of Audit 2019/20

6. Masham Recreation Ground Flooding

7. Swinney Beck & Highways Flood Prevention

8. Community Speed Watch at Thorpe Road

9. Consultation on a Proposal to Close Kell Bank Primary School

10. Neighbourhood Policing Team Report

11. Footpaths Adjacent to Mill House

12. Masham Market

13. Mashamshire Trade Directory & Website Advertising

14. Mashamshire Community Office Update November 2020

15. Kings Head Hotel Honesty Box Support

16. Finger Post

17. Christmas Wreath & Window Display Competition

18. Lighting to Recreation Ground Driveway

19. Shooting Holme

20. Land Adjacent to the Gas House

21. Clearing Shooting Holme Riverside

22. PFCC AJ1 Road Safety Fund

23. Additional Contractors for Parish Caretaker Works

24. Parish Caretaker Works

25. Highways Matters

26. Correspondence for discussion/information – **Appendix C**

27. Any other business – minor items for information only at Chairman’s discretion

28. Employment Matters

29. Date of next Meeting: **Monday 4th January 2021**

Dated 02/12//2020

***Members of the Public can request invitation via a web link by emailing mashamparishclerk@gmail.com***

**Updated Appendix A, B & C will be available by email & via website on 7th December from 5.30pm**